

COMMUNICATIONS COMMITTEE MEETING

Tuesday, December 13, 2011

6:00 p.m. – 7 p.m.

1. Minutes of October 11, 2011
2. Old Business
 - a. Newsletter topics
 - b. Video Streaming - Matt Thomas
 - c. Voice over Internet
3. New Business
 - a. Suggestion for mailing – Rich Armstrong
 - b. Councilor Chamber audio
 - c. Portable Sound System
 - d. Cable Consortium Update – contract renegotiation items
4. Public Comments
5. Committee Member Comments

①

*Notes re: 10/11/2011 Communications
Committee Meeting*

Good morning Sue,

In an effort to update you as to the conversation/action by the Communications Committee last evening, please see the following information.

**As to the Council Web Page Information Update we found that Councilors Lawlis, Cushing, and Hornbrook have turned in information and photo. We have not yet heard the status from other Councilors.

Motion passed to ask Town Manager Lessard to please post the information and photos collected so far and to also send a reminder e-mail to those Councilors who have not yet sent in their information and photo for the Councilor Web Page.

**Motion also passed to request that our IT Director please provide information as to what is needed as well as a quote of cost to change over to Voice Over Internet for the phone service at the town office.

**Request also made to ask Town Manager to provide to the Communications Committee the amount that is currently in the Cable Reserve Fund.

**Motion also passed to request that the Town Manager would please extend an invitation to Matt Thomas to come back to Communications Committee, (at a time that works for his calendar as he is doing this research/work free of charge to the town) in order to update the Communications Committee and share information gathered for options he has found for town's people to have on line access.

Committee asks Mr. Thomas if a date in the 1st or 2nd week in November would work for his schedule.

**Due to scheduling conflicts with election day and Councilor's not being available on nearly all of the Tuesdays in November, the next meeting was not set.

Communications Committee will set a date for the next meeting pending a response from Matt Thomas as to his availability to come in for an update do Communications Committee.

I'll get the minutes written up completely and get them to you within the week.
Kristen

**Susan Lessard** <manager@hampdenmaine.gov>

Information

3 messages

Susan Lessard <manager@hampdenmaine.gov>**Tue, Nov 15, 2011 at 12:01 PM**

To: Gretchen Heldmann <gheldmann@hampdenmaine.gov>

Hi Gretchen -

The Communications committee - at their last meeting - asked for information concerning voice over internet phone systems. Is that something you have already looked at - what does it involve? is it even remotely possible for here?

Thanks

Sue

Gretchen Heldmann <gheldmann@hampdenmaine.gov>**Tue, Nov 15, 2011 at 12:09 PM**

To: Susan Lessard <manager@hampdenmaine.gov>

Sue,

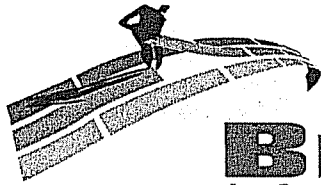
I have looked at this before. These quotes are from Oct. 2008 and would need to be revised, but it's a starting point. There are a variety of options. Any switch to VOIP would require new phone handsets for everyone and new network equipment to handle the phones going over data lines instead of phone lines. I think it would definitely require an upgrade to our overall bandwidth speeds, if we were to add phone traffic to the data lines in addition to what's already going out over the internet. I would have to talk to Bricknet again to refresh my memory on all the details of how it would work. This upgrade is something I've been planning for with the Tech Reserve account and was hoping to do in a few years. This is also probably something that should go out to bid in order to get the best price and options available. There are other companies besides Bricknet, and there may be options for hopping on already-existing contracts with the state or sheriff's office.

Thanks,

~G

Gretchen Heldmann
GIS/IT Specialist, Town of Hampden
GeoLibrary Board - Chair & Municipal Representative
<http://www.maine.gov/geolib/>
OFFICE HOURS: Mon.-Thurs. 7:30am-6pm
106 Western Avenue
Hampden, ME 04444
Phone: [\(207\)862.4500](tel:(207)862.4500) x142

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Bricknet
information technologies

Quote # 08-1001

Quotation

Main Location: 157 Park Street Bangor, ME. 04401 Phone 207.947.9500 Fax 207.947.9099

Name **Town of Hampden**

Address

City

Hampden

State

ME

Zip

Phone

Date

10/1/2008

Earliest Ship

10 Days

Rep

Greg Cross

FOB

Qty	Description	Unit Price	TOTAL
	Avaya IP Office		
	Configured for 10 incoming lines, 39 ext's, 24 VM boxes		
1	IPO 500 w/ Feat Key w/ Upgrade to Professional	\$25,569.00	\$25,569.00
	Digital 30 Module, Digital Station 8's, 3 ATM 4's, Legacy		
	Card Carrier, Power leads & Rack Mount Kits, Voice Mail		
	Pro 4 Port *, 9-5402 phones, 8-5410 phones, 22-5420 phones		
	2-EU 24 Expansion Mod's w/PS & leads, Small UPS (to		
	keep system running until generator kicks in, small wall mount		
	rack, configuration, installation, & training on IP Office.		
	* VM Pro must reside on it's own PC (see Options below).		
	Options:		
	PC with dual NIC cards for VM Pro to run on	\$899.00	
	Assumes work to be done during normal business hours &		
	that all cabling meets at least Cat3 Spec's.		

Payment Details

- ☒ 50% deposit upon signing.
☐
☐ Finance Options Available:

Subtotal	\$25,569.00
Shipping & Handling	\$0.00
Taxes	State
	Tax Exempt
TOTAL	\$25,569.00

Office Use Only

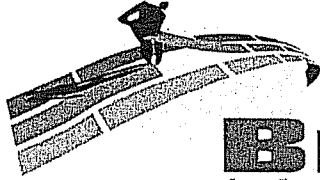
One Year Warranty on Equipment

Assumes customer premise wiring will meet min. CAT3 specs. Toning, rewiring, Cabling and additional wiring will be billed at standard labor.

Accepted By: _____

Date: _____

Thank you for choosing BrickNet!



BrickNet
information technologies

Quote # 08-1001(2)

Quotation

Main Location: 157 Park Street Bangor, ME. 04401 Phone 207.947.9500 Fax 207.947.9099

Name **Town of Hampden**

Address

City

Hampden

State

ME

Zip

Phone

Date

10/1/2008

Earliest Ship

10 Days

Rep

Greg Cross

FOB

Qty	Description	Unit Price	TOTAL
	Avaya IP Office		
	Configured for 10 incoming lines, 39 ext's, 24 VM boxes		
1	IPO 500 w/ Feat Key w/ Upgrade to Professional	\$14,968.00	\$14,968.00
	Digital 30 Module, Digital Station 8's, 3 ATM 4's, Legacy		
	Card Carrier, Power leads & Rack Mount Kits, Voice Mail		
	Pro 4 Port *, Small UPS (to keep system running until the		
	generator kicks in), small wall mount rack, configuration,		
	installation, & training on IP Office.		
	This quote allows you to use the 4400 Series Phones you have now.		
	* VM Pro must reside on it's own PC (see Options below).		
	Options:		
	PC with dual NIC cards for VM Pro to run on	\$899.00	
	Assumes work to be done during normal business hours &		
	that all cabling meets at least Cat3 Spec's.		

Payment Details

- ☒ 50% deposit upon signing.
☐
☐ Finance Options Available:

Subtotal	\$14,968.00
Shipping & Handling	\$0.00
Taxes	State
	Tax Exempt
TOTAL	\$14,968.00

Office Use Only

One Year Warranty on Equipment

Assumes customer premise wiring will meet min. CAT3 specs. Toning, rewiring, Cabling and additional wiring will be billed at standard labor.

Accepted By: _____

Date: _____

Thank you for choosing BrickNet!

Idea!! 2

Hide Details

Wednesday, December 7, 2011 3:28 PM

FROM: Richard Armstrong

TO: Sue Lessard

3a

Hey Sue,

First.....Merry Christmas!!

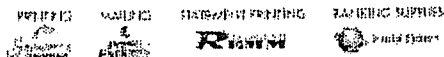
Second, we are doing a job for a city down in Mass that made me think of Hampden. Attached is a Recycling Calendar that the Town sends out to every resident that shows them what the dates for pick up are. That would be a neat idea for Hampden, if not as a separate mailing that they could post, maybe as an insert into the Highlights!

Just thinkingJ

TX

Rich

THE
SNOWMAN
GROUP

PRINTING MARKING EMBROIDERY TAILORING SUPPLIES


Rich Armstrong, President
1 Printers Drive
Hermon, Maine 04401
207-848-7300 xt.101
Fax:207-848-7400

Photos

Download All

WHAT CAN GO IN CURBSIDE RECYCLING?


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Paper and Cardboard

- Newspapers and inserts
- Magazines and catalogs
- Phone books and junk mail
- Paperboard (cereal and cracker boxes)
- All note paper, copy paper, & scrap paper
- Pizza boxes, milk boxes
- Corrugated cardboard (flatten and cut to less than 36" in any dimension)



Glass, Plastic and Metal

- Glass bottles and jars (all colors and sizes)
- Aluminum, tin, and steel: cans and lids
- Clean aluminum foil
- Plastic containers numbered 
- All plastic food containers

NO Styrofoam or plastic bags



Recycling Preparation

DOs:

- Recyclable materials can be placed in paper shopping bags or cardboard boxes at the curb -- it is not necessary to use bins or carts
- Paper and cardboard can be bundled together in a paper bag or tied with twine
- Properly bundled paper and cardboard can be placed in bin with other recyclables
- Glass, plastic, and metal can be mixed together
- Place loose containers in recycling bin
- Rinse containers first

DON'Ts:

- No plastic bags or Styrofoam
- No items containing paint, aerosol or hazardous materials, even if " dry "
- No broken glass, window glass, dishes, Pyrex or ceramics
- No fluorescent bulbs (see " mercury " note below)
- No TVs or computer monitors



Recycling Equipment

PAPER RECYCLING CARTS 65 gallon wheeled carts are available FOR PAPER AND CARDBOARD ONLY by appointment with the Engineering Department (978-921-6000, ext. 2355) at a discounted price of \$35 (home delivery an additional \$10.00). These carts hold more material than 3 recycling bins and are perfect for households that set out several bins of paper every recycling day. With a cart, paper need not be bundled and the attached cover provides weather protection.

RECYCLING BINS are available at the Engineering Department (\$5.00) during City Hall business hours.

RECYCLING STICKERS are available at no charge from the Engineering Department and may be affixed to conventional barrels for recycling plastic, tin and glass containers.

COMPOST BINS are available for \$40.00 by calling (978) 921-6000, ext. 2382.

Special Collections and Drop-off Items

LEAF COLLECTION: Yard waste is collected during your recycling week for several weeks each Spring and Fall. See calendar on reverse for specific dates for 2012. Must be placed in paper bags or open trash barrels.

ELECTRONICS COLLECTION: May 5, 2012 at the High School using the "Sohier Rd" entrance on Sohier Road.

HAZARDOUS WASTE COLLECTION: April 21, 2012 from 8:00 AM to 12:00 PM at the High School using the "Sohier Rd " entrance on Sohier Road.

COMPOST SITE: Located at 16 Standley Street. Open Mondays, Thursdays and Saturdays from 8:00 AM to 3:30 PM from March 5 to December 17, 2012 or until first significant snowstorm.

MOTOR OIL: Used motor oil is accepted weekdays at the municipal garage on Park St. during regular work hours.

MERCURY: Items containing mercury, including compact fluorescent bulbs, button batteries and thermostats, should be brought to the Health Department (Senior Center, 90 Colon St.) or the Engineering Department at City Hall. DO NOT try to dismantle mercury containing devices. DO NOT bring florescent tubes: call 978-605-2355 for guidance.

LARGE APPLIANCES AND ELECTRONICS: Monthly by appointment only. Some materials require the purchase of a \$20 disposal sticker. Call 978-921-6000, ext. 2355 for more information or to schedule a pickup.

CONSTRUCTION AND DEMOLITION MATERIALS: Miscellaneous pieces of scrap may be presented for collection under conditions available from the Engineering Department. Otherwise materials must be disposed of privately.

CHRISTMAS TREES: Collected on your trash day during the week of January 9, 2012. Trees must be free of tinsel, plastic and skirting.

Special Announcements

The maximum weight of bags and barrels presented for collection is 40 pounds.
This rule is rigorously enforced for safety and health reasons. Please comply with this regulation.
Yard waste is not collected curbside except during Spring and Fall collection weeks.

Dear Beverly Residents:

By recycling, you make a difference by helping Beverly save valuable tax dollars. Just as important, recycling furthers our efforts to preserve the environment. It reduces pollution, saves energy, and extends the life of our landfills. Recycling just one ton of paper saves 17 trees!

This new brochure provides information about both our curbside and drop-off programs by detailing what, when, and how to recycle in Beverly for the coming year.

Please encourage your friends and neighbors to recycle, and thank you for joining us in making a difference.

Bill Scanlon
Mayor William F. Scanlon, Jr.



Beverly City Hall
191 Cabot Street
Beverly, MA 01915
(978) 921-6000 ext. 2355
www.beverlyma.gov

AN IMPORTANT MESSAGE FROM YOUR CITY

NEW 2012 Recycling Calendar

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2012 Beverly Recycling Calendar

JANUARY						
S	M	T	W	T	F	S
1	[2]	3	4	5	6	7
8	9	10	11	12	13	14
15	[16]	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	[20]	21	22	23	24	25
26	27	28	29			

MARCH						
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18	19	20	21	22	23	24
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APRIL						
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29	30					

MAY						
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27	[28]	29	30	31		

JUNE						
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24	25	26	27	28	29	30

JULY						
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22	23	24	25	26	27	28
29	30	31				

AUGUST						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
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						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	[12]	13	14	15	16	17
18	19	20	21	[22]	23	24
25	26	27	28	29	30	

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	[25]	26	27	28	29
30	31					

Recycling is collected every other week on your trash day. "Black" collection weeks are shaded in gray and "orange" collection weeks are shaded in orange. Yard waste may not be combined with curbside trash. Yard waste is collected during weeks marked with a leaf symbol on your recycling day in paper sacks or open barrels.

Questions about recycling or trash collection? Call the City's Engineering Department at (978) 921-6000, ext. 2355 or log onto www.beverlyma.gov. Service problems? Call JRM Hauling and Recycling - (800) 323-4285.

3d

99910Penobscot Cable Consortium

Meeting Minutes

October 18, 2011

I. Introductions

The meeting was called to order at 1:10 p.m. in the Boardroom of EMDC at 40 Harlow Street in Bangor, Maine.

Present:	Gary Fortier, Ellsworth	Eric Baxter, My Video Productions
	Steve Cornell, Bar Harbor	Jennifer Brooks, EMDC
	Jennika Lindy, Belfast	Tyler Collins, EMDC
	Norman Heitmann, Bangor	Lisa Weaver, EMDC
	Karen Fussell, Brewer	
	Roger Raymond, Bucksport	

II. Selection of Officers

This item was not addressed as there was not a quorum present.

III. Discussion of status of invoices

There was some general discussion regarding invoices being generated and sent out to members. Jen Brooks said that she will get the necessary information together and get them sent out.

IV. Discussion of next steps for franchise agreement renegotiations

There was discussion regarding the receipt of franchise renewal letters. Several people noted that they had received them and that they were all due at different times.

It was noted that Bangor and Brewer had dropped out of the original consortium fairly early. The purpose of these meetings would be to band together again to renegotiate the contract with Time Warner Cable and to split the cost among the communities.

EMDC will provide necessary staffing including in-house attorney Francesca DeSanctis to help reduce overall costs.

There was discussion of contacting communities that were previously involved or had expressed interest by letter. It was determined that the letters should be sent out by the end of November. It was suggested that there should be a contact person chosen from among the board members rather than EMDC staff. It was determined that all present were prepared to move forward. Jen Brooks agreed to have an agreement letter ready to be signed by next month. Roger offered to look for the previous agreement to use as a template. It was suggested that legal counsel should review of the inter-local agreement and preamble.

There was discussion regarding any expected changes from Time Warner Cable and the process of negotiations. It was noted that they should expect to keep status quo with no gains and the process could be lengthy. Negotiations could have been started if a quorum had been present. There was discussion about how the negotiations were previously conducted and there was agreement to follow a similar process moving forward. It was noted that they expect to use Pat Scully again but his services are very expensive.

3d

It was agreed to divide the list of previously involved communities and make phone calls. Karen offered to contact Hermon, Orono, and Orrington. Roger will contact Lincoln and Veazie. Steve will contact Mount Desert, Tremont and Southwest Harbor. Gary said he will contact Lamoine, Hancock, and Sullivan. Jen Brooks offered to contact Dexter and Milford.

It was agreed that the next meeting's agenda should include: a draft MOU, a proposal in writing from Pat Scully, and a list of things each community wants included in the new franchise agreement.

V. Discussion of status of funds

There was discussion regarding whether the funds had been moved to an interest bearing account. Jen noted that the account is accruing interest.

It was noted that the balance is approaching the limit for FDIC coverage. Several suggestions were made that can be addressed at the next meeting.

VI. Discussion of balances for equipment reimbursement funds

The equipment reimbursement program was briefly explained. A quorum is required to determine the total amount to go into the fund.

VII. Approve any outstanding bills/invoices

This item was not addressed.

VIII. Membership

This item was not addressed further.

IX. Other

It was suggested that the next meeting would be a franchise meeting and a board meeting should be scheduled for January.

Jen Brooks noted that there is a signatory issue with the account. It was decided that as Vice-Chairman Steve has authority to sign. Jen said that she needs to connect him with the bank.

Eric Baxter of My Video Productions made a brief pitch for public access television.

X. Next Meeting

It was agreed that the next meeting should be held at 1:30 pm on Tuesday, December 6, 2011.

The meeting was adjourned at 2:05 pm.

Minutes submitted by: Lisa Weaver

3 d

CABLE CONSORTIUM MEETING

AGENDA

December 6, 2011

- I. Introductions
- II. Selection of Officers
- III. Discussion of status of invoices
- IV. Discussion of next steps for franchise agreement renegotiations/Pat Sculley
- V. Discussion of balances for equipment reimbursement funds
- VII. Approve any outstanding bills / invoices / Membership
- VIII. Other
- X. Next Meeting